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FILE

15 July 1969

MEMORANDUM FOR THE FILE

SUBJECT: Problem Solving Seminar Program

With Mr. Bannerman's approval, the initial Problem Solving Seminars originally scheduled for 24 August, 14 September, and 5 October, have been rescheduled as follows:

A. First Seminar -- 14-19 September [ ] 25X1  
Office of Communications will sponsor the problem on increasing workloads in the face of budget limitations and decreases in personnel;

B. Second Seminar -- 5-10 October [ ] 25X1  
Office of Personnel will sponsor the problem on interoffice assignments.

C. Third Seminar -- 19-24 October [ ] 25X1  
Office of Training will sponsor the problem on midcareer training for employees not qualified for the MEDC.

25X1 This date Messrs. [ ] Office of Communications; Wattles, Office  
25X1 of Personnel; and, [ ] Office of Training, were advised of the above  
noted change in schedules.

[ ] 25X1  
Support Operations Staff/DDS

Distribution:

- ✓ - Mr. Bannerman, Mr. Coffey
- 1 - STO/DDS
- 1 - SOS/DDS

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